HIPAA Implementation Notification

(ARE YOU READY?)

> **Effective October 16, 2003, the Rhode Island Medical Assistance (MA) Program will implement HIPAA compliant electronic healthcare transactions, including:**
>
> - ASC X12N **837**   **Health Care Claims (Professional, Institutional and Dental)**
> - ASC X12N **835**   **Health Care Claim Payment/Remittance Advice**
> - ASC X12N **270/271** **Beneficiary Eligibility Inquiry and Response**
> - ASC X12N **276/277** **Claim Status Inquiry and Response**

You or your billing agency should be prepared to bill HIPAA compliant billing transactions beginning October 16, 2003. Nursing Home claims submitted at the beginning of November 2003 for October 2003 dates of service *must use* the new formats.

The last non-HIPAA compliant financial will run on THURSDAY, October 9, 2003 and paid on the October 17, 2003 Remittance Advice. Claims received after October 9, 2003 will be processed and reported on the October 31, 2003 Remittance Advice.

HIPAA compliant transactions cannot be submitted through the EDS Bulletin Board (BBS). Your HIPAA compliant transactions must be submitted via the Department of Human Services (DHS) website or through the EDS dial up RAS connection. Connectivity information is provided in the Companion Guides at http://www.dhs.state.ri.us/dhs/hipaa/hcompguide.htm and also in the PES billing software installation instructions.

Note: The Pharmacy Point of Sale (POS) system, the Recipient Eligibility Verifications System (REVS), and the automated Prior Authorization system for Pharmacy claims will be unavailable for a period of time between 12:00 AM, Monday October 13, 2003 (Columbus Day) and 8:00 AM Tuesday, October 14, 2003 to allow for the MMIS system conversion and HIPAA implementation. Our goal is to minimize the system unavailability and the impact on you and the families we mutually serve.

⇒ **Take steps to ensure your HIPAA readiness:**

❑ Confirm your Billing Agent has tested with EDS and is ready to submit HIPAA compliant transactions, **OR**

❑ Confirm your software is compliant, tested, and meets the EDI requirements and certification standards, **OR**

❑ Complete the installation of EDS Provider Electronic Solutions (PES) software and return your signed Trading Partner Agreement (TPA)

❑ Return your signed TPA if required. A signed TPA is required if you use PES, submit claims directly to EDS, or wish to use the new functionality that will be available through the DHS website.

EDS' software, Provider Electronic Solutions (PES), is available to support your HIPAA compliant electronic billing needs. PES can be accessed to download from the Department of Human Service (DHS) website at http://www.dhs.ri.gov/dhs/hipaa/hPES.htm. You will also find download and installation instructions at the DHS website. Call the EDI Help Desk at (401) 784-3884 to request a CD version of PES, ask questions, get help with the software or the installation.

Medicaid Electronic Claim Transaction Contingency Plan

The RI Medical Assistance Program will implement a contingency plan to accept non-compliant electronic transactions after the October 16, 2003 compliance deadline. Except for Nursing Home claims and Medicare claims, Rhode Island Medical Assistance will accept both HIPAA compliant claims and non-HIPAA compliant claims for a period of time after October 16, 2003. A final determination on an end date for this dual-processing contingency has not yet been made, but, will likely coincide with Medicare's end date for dual processing. Except for Nursing Home and Medicare claims, providers may submit claims in the current format while finalizing their method of submitting HIPAA compliant electronic transactions. If your HIPAA compliant testing is not complete, please continue to bill electronically using your current format.

Please note that: *Claims from Nursing Homes and Medicare must meet HIPAA compliant standards on October 16, 2003.*

If you use Provider Electronic Solutions (PES) Software:

1. You will need to go to the Production Login at: https://www.dhs.ri.gov/secure/logon.do page on the Department of Human Services website and change your password prior to submitting a file. Even though you changed your password for testing, you will need to change it again for the production environment. For the original sign on to production, you will use the trading partner ID and password that was originally sent to you from EDS. If you do not have access to the Internet, please call 401-784-3884 to have your password assigned.

2. Please remember that it is very important to update the information in Options. Change the "Environment Ind" from A to P on the Web tab and the "X12N Production/Test Ind" on the Carrier tab from T (test data) to P (production data).

3. To meet medical record retention guidelines DO NOT uninstall the older version of PES from your computer. Rename your old version by right clicking on the icon, choose the rename option and type OLD PES.

4. Use the icons in your PES software to access the new DHS website functionality, Health Care Eligibility Inquiry and Response and Claim Status Inquiry and Response. Access Health Care Claim-Payment Advice as directed in the PES Installation Instructions.

If you use vendor software, a billing service or a clearinghouse:

1. You will need to go to the Production Login at: https://www.dhs.ri.gov/secure/logon.do page on the Department of Human Services website and change your password prior to submitting a file. **Even though you changed your password for testing, you will need to change it again for the production environment**. For the original sign on to production, you will use the trading partner ID and password that was originally sent to you from EDS. If you do not have access to the Internet, please call 401-784-3884 to have your password assigned.

2. Please remember to have the Usage Indicator on your claim submission changed from T (test data) to P (production data).

3. Access the new DHS website functionality, including Health Care Claim- Payment Advice, Health Care Eligibility Inquiry and Response, and Claim Status Inquiry and Response by clicking on *MMIS Transactions* in the blue bar on the left hand side of the DHS website Home page.

⇒ **Questions?** Please call the EDI Help Desk at (401) 784-3884 or call the EDS Customer Service Help Desk at (401) 784-8100 between Monday through Fridays from 8:00am to 5:00pm. Calls to the EDI Help Desk will be returned within 24 hours.

Thank you for your preparation in transitioning to HIPAA compliant electronic transactions, *and thank you for your support of the Rhode Island Medical Assistance Program !*